

NOTICE OF JOB ANNOUNCEMENT

CITY OF STEPHENVILLE

POSTING DATE: August 8, 2016

DEPARTMENT: Finance & Administration

JOB TITLE: Director of Finance & Administration

STARTING RATE: Depending on Qualifications

BRIEF DESCRIPTION AND QUALIFICATIONS:

The City of Stephenville is currently accepting applications for **Director of Finance & Administration**. This position receives general administrative direction from the City Administrator and serves as the chief financial officer for the city. He/She plans, directs and reviews all activities and operations of the Finance Department, Human Resources, IT, Purchasing, Accounts Payable/Receivable and Payroll Department. Work requires budget preparation and monitoring, financial reporting, purchasing, cash management, recruitment and selection, EEO, risk management, employee relations, compensation training classification disciplinary procedures and benefits administration; to coordinate assigned activities with other city departments and outside agencies; to provide highly responsible and complex administrative support to the City Administrator.

MINIMUM QUALIFICATIONS:

Education:

- High school diploma or GED required
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field is required. MBA or CPA preferred
- Knowledge of Federal, State, local policies, procedures, laws, and regulations
- Budget preparation
- Possession of or ability to readily obtain a valid Class C Texas driver's license

Experience:

- Five (5) years increasingly responsible experience in accounting, including three (3) years of administrative and supervisory responsibility.
- **CLOSING DATE: Applications will be accepted until position filled. Position may close without notice.**

CONTACT:

To apply for this position, please submit a completed City of Stephenville application, current resume, personal history statement, letter of intent, and five professional references to:

Sheryl Truss, Human Resource Manager
298 W. Washington
Stephenville, TX 76401

For more information or a complete job description, please email Sheryl Truss @ struss@stephenvilletx.gov or call 254-918-1221. Applications can be downloaded from our city website at www.stephenvilletx.gov, or picked up at City Hall, located at 298 W. Washington, Stephenville, TX 76401.